



Quick Bites

Creating a Planned Order

View this video: [Creating a Planned Order- YouTube Video](#) or follow the instructions below:

Log into Smart Cookies and navigate to Orders>Planned Order. Be sure to enter all planned orders by the cut-off date outlined by your Council.

- Select the cupboard for pick up.
- Select Date and time for pickup
- Enter the order in cases or packages as determined by your Council.
- Enter any notes in the notes field and click save.

Clear Quantities	CASES
Adventurefuls	0
Exploremores	0
Lemonades	0
Trefoil	0
Thin Mints	0
Caramel deLites	0
Peanut Butter Sandwich	0
Totals	0

Order Notes
Type here (256 Characters max)

Save

After Pick-up: After your Troop has picked up the cookies from the cupboard, the cupboard manager will approve and the order will be converted to a transfer. Transfers will be visible on the manage order grids and will be designated as a C2T (P) order to show it was a planned order. Troop volunteer will receive an email receipt.

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